

TUITION REIMBURSEMENT ROADMAP

1. **Employee submits Pre-Approval request via Training Server (online)**
 - a. Refer to the Training Server Manual for steps for external courses.
2. **Tuition Reimbursement Electronic Pre-Approver**
 - a. Designated Department Tuition Approver verifies employee and course eligibility.
 - b. Approves or Denies the employee's request.
3. **TLC processes request electronically.**
 - a. Verifies course eligibility for tuition reimbursement.
 - b. Approves or Denies the employee's request.
 - c. Generates an email (Approved or Denied) to the employee. The email serves as required documentation and is to be submitted to the employee's Department upon course completion in order to process Tuition Reimbursement request. **[EMPLOYEES MUST RETAIN A COPY OF THE EMAIL PRE-APPROVAL TO COMPLETE REIMBURSEMENT PAPERWORK.]**
4. **Employee pays institution fees and attends class after receiving an approval email.**
 - a. Employee attends class.
 - b. Upon completion of course, employee submits paperwork to their department's designated Tuition Reimbursement Processor(s). Submit the following five items in your paperwork:
 1. The Approval email for the specified External Course
 2. Original invoice/receipts for tuition & fees
 3. Original invoice/receipts for book(s), if applicable.
 4. The course syllabus that indicates all required books for this course.
 5. A copy of employee's passing grade or pass/fail documentation.
5. **Tuition Reimbursement Processor reviews paperwork and stamps documents.**
 - a. Verifies that all required items are included in the employee's submitted paperwork.
 - b. Audits and stamps the submitted paperwork.
 - c. Coordinates employee's record/transcript update with Department's designated Training Server Administrator(s).
 - i. Training Server Administrator updates employee's transcript in LMWEBware.
 - ii. Modifies the actual 'Date Completed', if needed.
 - iii. Inputs the Grade/Status.
 - iv. For External Course Status, select 'Finish'.
 - d. Submits tuition reimbursement paperwork to Financial Services – Payroll.
 - i. After the paperwork is audited and entered into LMWEBware, Payroll staff inputs the data into PeopleSoft Payroll. Employees can check the status of your tuition reimbursement online within PeopleSoft Payroll.